

Staff Training

Consider offering annual training to all staff involved in the meal counting and claiming process.

Document trainings to include name of instructors, dates of training, topics that were covered, and a list of attendees.

A list of topics to review include:

- free and reduced price determinations;
- verification procedures;
- cash collection;
- meal pattern requirements;
- offer vs. serve:
- meal counting system;
- meal charge policy;
- second meals;
- daily and weekly reports;
- charge policy;
- lost, stolen, and misused point of service identifiers;
- adult sales;
- a la carte sales (including extra milk sales);
- daily and monthly edit checks;
- submitting information for the monthly claim for reimbursement.

Meal Counting and Claiming

Daily Edit Checks

Are reimbursable meals being served based on the menu, offer vs. serve, and portion size requirements?

If a student charges his meal, the meal is recorded by category on the day that it is served and not on the day the meal is paid. A charged meal is NOT counted as a free meal.

Claim the student worker meals the same as any other student meals. Student workers eligible for free meals are claimed as free. This would be the same for student workers eligible for reduced price and paid meals.

Schools which receive vended meals or meals from a central kitchen count only those meals actually served, not the number delivered for reimbursement.

Adult meals are not reimbursable. Adults must pay the full cost of the meal.

Meal counts for program and non-program adults (teachers and visitors) should be recorded separately.

Attendance or tray counts are not being used as reimbursement counts.

Compare daily free, reduced price, and paid meal counts to the total number of students eligible for free, reduced price, and paid benefits. The number of meals served in each category cannot exceed the number eligible.

Ensure second meals are not counted for reimbursement.

Site Monitoring

Sponsors with more than one site must complete site monitoring prior to February Ist each year. Meal counting and claiming procedures should be reviewed as they normally occur during this on site review. Areas requiring corrective action must be completed and followed up within 45 days. Site monitoring forms are available from the Utah State Office of Education. All documentation must be kept on file for three years plus the current year.

Meal Counting and Claiming

Best Practices

- Written standard operating procedures are in place that detail the responsibilities and duties of each person involved in the meal count system.
- Conduct an annual workshop or training session for all appropriate employees including substitute personnel.
- All applications/direct certifications have been approved in accordance with the regulations and in a timely manner.
- A master roster of all enrolled students and current eligibility is updated and maintained throughout the school year.
- Meal counting system is accurately counting each student in the correct category. If the
 eligibility is changed after the meal service, the system is not changing the eligibility for
 the previous meal.
- The person responsible for point of service counts recognizes a reimbursable meal. He or she is positioned at the end of the line or follows a point of service exception. All meals are verified as reimbursable or non-reimbursable.
- Student workers go through the point of service and are counted in the category he or she is eligible.
- Second meals are not counted as reimbursable.
- A back-up system is in place for misplaced cards, forgotten pin numbers, computer systems gone down, and new students not in the computer system.
- Adults and visitors are counted correctly.
- Food sales and revenue is documented and counted correctly.
- Daily and weekly edit checks are in place.
- Meal counts are not adjusted to match cash received for the day.
- A system is in place to protect the student's account from misused pin numbers, student cards, etc.
- Daily records include total number of meals, total number of free, reduced price and paid meals, adult and non-reimbursable meals, cash received, discrepancies are documented.
- Compare each school's daily counts of free, reduced-price, and paid lunches against the number of children in the school currently eligible for free, reduced-price, and paid lunches.



Ensure one reimbursable meal is claimed per child, in the correct category, each day.